



POLICY – 103
 Rev. Level: A
 May 1, 2009

DEPRECIATION POLICY

1.0 Purpose. To provide detailed guidance for managing depreciation of equipment/inventory for RCWE.

2.0 Requirements. Governing guidelines include relevant and applicable local, state and federal statutes.

Depreciation should follow information outlined in the appropriate OMB Circular:

- OMB Circular A-122: Cost Principles for Non-Profit Organizations; and/or
- Federal Register at 48 CFR 31: Cost Principles for Commercial Organizations.

3.0 Scope. All individuals who manage equipment/inventories for RCWE including, but not limited to the CEO, MIS/IT staff, contractors, partners, etc.

4.0 Responsibility. Depreciation cycles for technological equipment and company vehicles have been established taking into consideration such factors as the nature of the equipment used, historical usage patterns, the effect of increased maintenance charges, decreased efficiency due to age and technological developments. This is calculated based on straight-line depreciation beginning in the month of acquisition. Currently, computer systems are depreciated on a three (3) year cycle. Vehicles are depreciated on a seven (7) year cycle. Physical inventories are taken annually and reported to the WIA Property Officer in Harrisburg per the Procurement and Property Management Policy.

5.0 History.

Name	Date	Rev. Level	Description of change	Effective Date
Deb O’Neil	5/1/2009	A	New policy	7/01/2009

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer Program
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